CITY OF KENT CLASSIFICATION SPECIFICATION

CLASS TITLE: Financial Analyst

SALARY RANGE: AF/NR 30 FLSA STATUS: Exempt

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of responsible financial analysis and technical and analytical duties involved in the maintenance and processing of either the City's Financial or Payroll Personnel Management Systems.

DISTINGUISHING CHARACTERISTICS:

Level of Responsibility:

This is an entry-level professional classification in which the incumbent is required to use thorough knowledge of rules, regulations, policies and procedures when performing financial analysis and technical accounting duties and responsibilities.

Incumbent makes decisions relating to their assigned areas of responsibility. New, unusual or unprecedented decisions are referred to the assigned supervisor for resolution or referred to upper management.

Level of Supervision Received:

Work is performed under general or limited supervision from an assigned supervisor. Supervisor defines overall objectives. Employee and supervisor work together to develop the priorities and deadlines; supervisor assists employee with unusual situations, which do not have clear objectives or precedents. Employee plans and carries out assignments and handles problems and deviations in accordance with instructions, policies, procedures and/or accepted practices. Work is evaluated for technical soundness and conformity to practice and policy.

Incumbent may serve as a lead in providing work directions to support staff as needed.

Nature of Work:

Work is characterized by responsible financial analysis and technical accounting duties associated with the maintenance and processing of one of the City's automated financial or payroll management systems in the areas of coordination of financial information citywide and ensuring timely processing of the general ledger; coordination of the semi-monthly payroll; and communication with internal personnel as needed to provide technical information, explain policies and procedures, and recommend corrective actions, solutions to challenges.

Incumbent is frequently required to work under pressure to meet discrete deadlines. While performing the duties of this position, the incumbent will be required to maintain professional composure and demonstrate tact, patience and courtesy at all times.

EDUCATION AND EXPERIENCE REQUIRED:

Bachelor's degree in Finance, Accounting, Economics or closely related field, and one (1) year of responsible accounting or payroll experience in a public or government environment; or any combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties listed above.

LICENSES AND OTHER REQUIREMENTS:

Valid Washington state driver's license. Incumbent must demonstrate exceptional knowledge and skill in utilizing computer applications such as Excel spreadsheets and Access database software to handle large amounts of data and correlate such data as necessary to audit records, track information and solve problems.